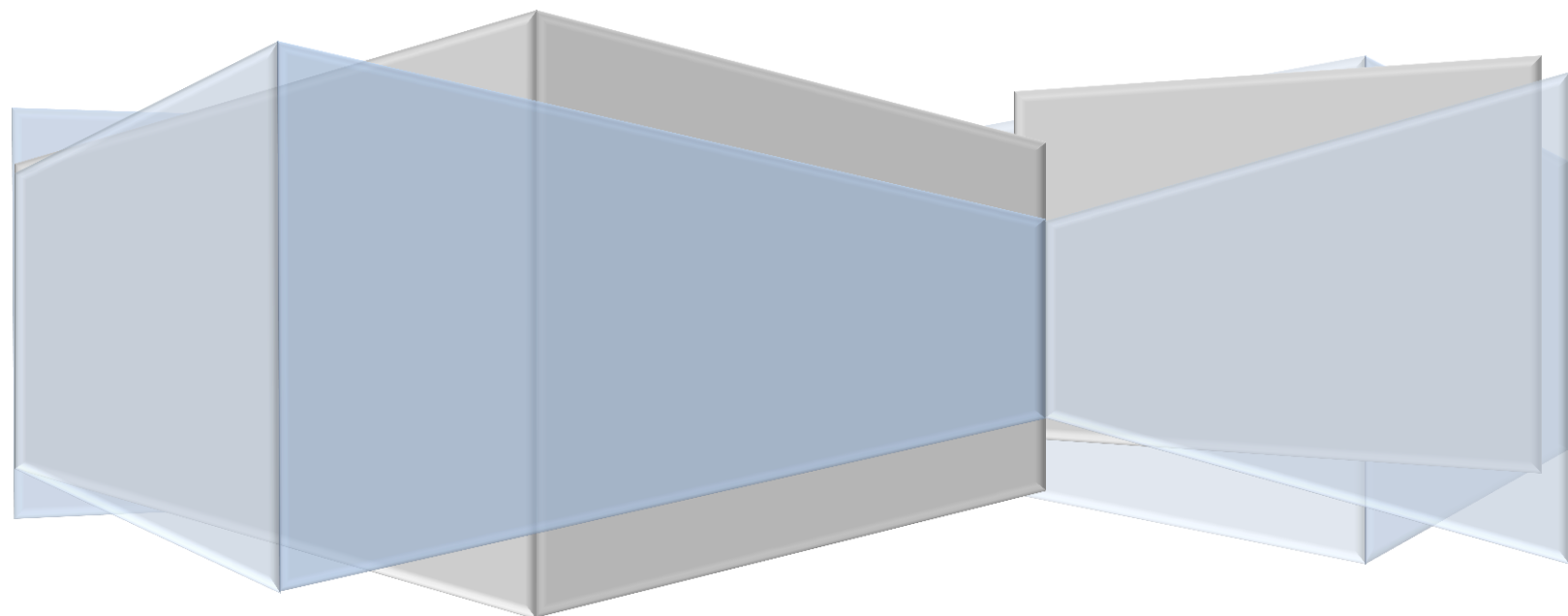


*South Carolina Department of Revenue*

**Motor Fuel Web-Based Reporting System**  
**Transporter User Guide**



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## INTRODUCTION

The South Carolina Department of Revenue has implemented a web-based system to provide filers of Motor Fuel User Fee Returns (Supplier, Terminal Operator, and Transporter) the option to file and remit fees electronically at no charge. The web-based system will be available for the filing of June, 2012, user fee returns which are due to be filed on July 22, 2012. Taxpayers may choose this web-based filing option as opposed to filing tax returns via EDI.

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

***Gasohol- E01-E99 replaces "roll-up" product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.***

***Biodiesel- B01-B99 replaces "roll-up" product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.***

***Biodiesel- D01-D99 replaces "roll-up" product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.***

Per SC Code Section 12-28-1400(A), all Suppliers, Terminal Operators and Transporters are mandated to file their motor fuel returns "in the manner provided by the Department."

All Supplier reporting payments accompanying Motor Fuel transactions, **via web or EDI**, must be submitted through the Electronic Funds Transfer (EFT) Program. The EFT Program for Motor Fuel is a separate program from the EDI Program. For further information regarding the EFT program, please see the EFT Program guide located on our website under Motor Fuel/E-Services.

### Registration

To register for web filing, complete the D-155 Registration application located on our web site at [www.sctax.org](http://www.sctax.org), select Motor Fuel/E-Services. If assistance is required with the registration process, please contact:

#### Electronic Services

Help Desk (Columbia area)	<b>803-896-1715</b>	Help Desk (Toll Free)	<b>1-800-476-0311</b>
E-mail Address	<a href="mailto:edi@sctax.org">edi@sctax.org</a>	FAX	<b>803-896-1779</b>
Mailing Address	<b>South Carolina Department of Revenue EFT/EDI Help Desk Columbia SC 29214-0016</b>		

### Filing Returns

If assistance is required for filing motor fuel returns via the web-based system, please contact:

#### Motor Fuel Section

Filing Assistance	<b>803-896-1990</b>
E-mail Address	<a href="mailto:motfuellic@sctax.org">motfuellic@sctax.org</a>

To Sign In, you will need user Id and password from DOR Electronic Services.

User Name:	<input type="text"/>	Password:	<input type="password"/>	<input type="button" value="Sign In"/>
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Password Assistance

**Now you will need to change password.**

Enter current password (password that was given)

Enter New password (create)

Confirm New Password

Click change password

User Profile

Your password has expired. Please enter a new password.

Change Password

Current Password:

New Password:

Confirm New Password:

Change Profile

Current Password:

Email Address:

Security Question:

Security Answer:

**Now change profile.**

Enter current password (the new password that you choose)

Security Question: select from list

Enter Security Answer

Click update profile

User Profile

Your password has expired. Please enter a new password.

Change Password

Your password has been changed.

Change Profile

Current Password:

Email Address:

Security Question:

Security Answer:

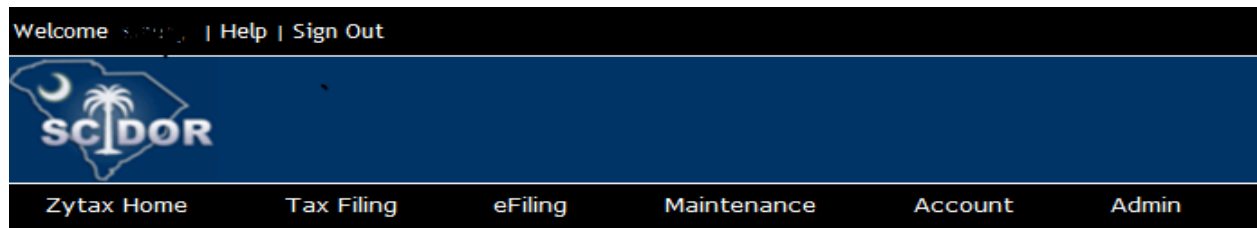
## Business Entities and the Master Company Data Base

Many business entities are already set up in the Department of Revenue's motor fuel data base. All licensed motor fuel accounts that are not sole proprietors will appear in the drop down boxes needed to schedule transactions.

Only business entities for Master Company ID 0 may be viewed by all users. When a filer adds a business entity it is not entered into the Master Company. Only the filer and the Department of Revenue may view business entities entered by a filer.

Before creating a filer business entity, review the Motor Fuel Data Base using the following steps:

1. From the Zytax Home Page choose the Maintenance Tab



2. From the drop down menu choose Business Entities

Business Entities							
Add New Record							
Master Company ID ▾	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

3. Review the entity names to determine if the filer entities exist in the Master Company. Use the Filter Option located at the far right to create a filter to speed the verification.

Business Entities							
Filter   Refr							
Custom Id	Effective Date	Obsolete Date	City	Region/State	Country	Updated Date	

- Click on any company row and choose the Business Accounts Tab to see what business types have been assigned in the Master Company.

**Zytax - Business Entity** *South Carolina Department of Transportation*

Legal Name: col 2 Effective Date: 5/1/2011  
 Trade Name: col 2 Obsolete Date:   
 Name Control: Id Type: FEIN  
 Custom Id Code: Id Code: 290000000

Address Business Accounts Business Entity Alternates Schedule Profiles

Add New Record Filter Refresh

	ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind	
	12062	United States	*	Buyer	None		05/01/2011			290000000	M	✗
	12074	United States	*	Carrier	None		05/01/2011			290000000	M	✗
	12075	United States	*	Consignor	None		05/01/2011			290000000	M	✗
	12076	United States	*	PositionHolder	None		05/01/2011			290000000	M	✗
	12077	United States	*	Seller	None		05/01/2011			290000000	M	✗

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Only enter a business entity if it does not already exist for the required business type (buyer, seller, etc.) in the Master Company.

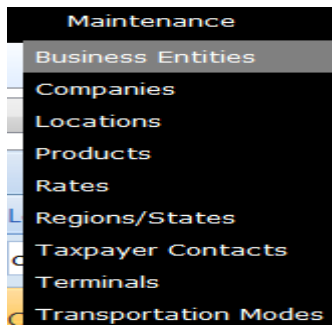
Please contact the Motor Fuel Section at 803-896-1990 for assistance or questions concerning business entities.

## **Business Entities – Add New Record**

Business Entity information will only be entered once. Business entities are companies or individuals that the filer does business with whose information is required for completing the schedule information for a return. Examples are Consignor, Seller,

Click on the Maintenance tab

Select Business Entities from drop down box



Click Add New Record

Business Entities							
Add New Record							
Master Company ID ▾	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

Then 'Add New Record' icon is used to create a new business entity.

In following fields enter: **Company Legal Name, Trade name, Effective Date, ID type (click dropdown box to select type) and Id Code (FEIN or Social Security Number)**

Then click Insert

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Determine if the entity will be entered as one or more of the following:

Consignor – Company/individual that hired filer as the carrier/transporter.

(If the filer transports their own product, enter the filer company as a consignor.)

Seller – Terminal supplier that shows as the supplier on the terminal issued bill of lading.

Buyer – Company/Individual to whom the product was delivered.

Next click Business Accounts tab

Click Add New Record

Record inserted.

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind	
39527	United States	*	Buyer	None		06/01/2010			123123123	M	✖



For Business Type click on drop down button

From the drop down menu select the business type that describes the business entity. When your company has more than one relationship with that business entity you will need to click on Add New Record to assign the business type based on each relationship with the entity.

Click on checkmark to insert

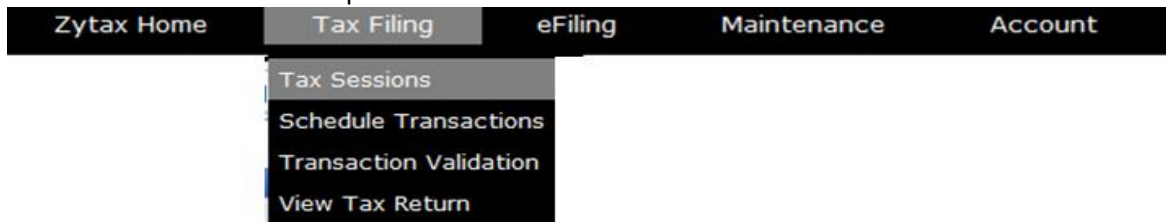
Below is an example of a business entity assigned with all business types.

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind	
12062	United States	*	Buyer	None		05/01/2011			290000000	M	✗
12074	United States	*	Carrier	None		05/01/2011			290000000	M	✗
12075	United States	*	Consignor	None		05/01/2011			290000000	M	✗
12076	United States	*	PositionHolder	None		05/01/2011			290000000	M	✗
12077	United States	*	Seller	None		05/01/2011			290000000	M	✗

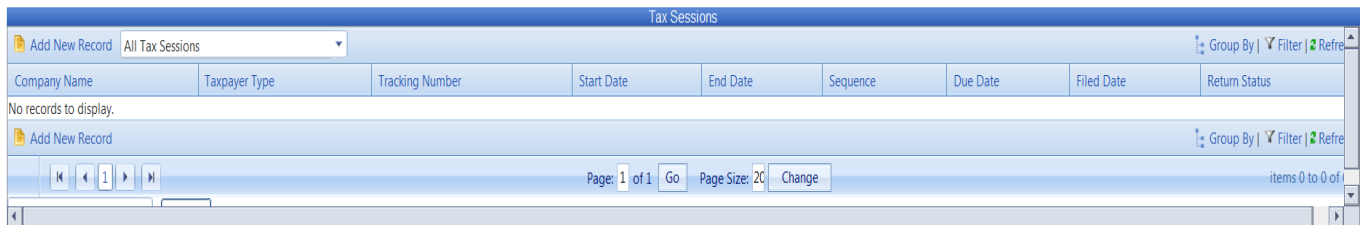
## Creating Return/Tax Session

From the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select Transporter from the Taxpayer Type dropdown list.

Enter the begin period covered date for the return.

Click outside the entry field and the End Period Date will be populated.

Click the create session button.

The screenshot shows a 'Create Session' form. The title bar indicates 'Page: Zytax - Create Session Size: 1 Change'. The form contains the following fields and values:

- Country: United States (dropdown)
- Jurisdiction: South Carolina (dropdown)
- Taxpayer Type: Transporter (dropdown)
- Terminal Code: Select a Terminal (dropdown)
- Begin Period Date: 4/1/2012 (text field with calendar icon)
- End Period Date: 4/30/2012 (text field with calendar icon)
- Sequence: 0 (text field)
- Original session: Original session (dropdown)

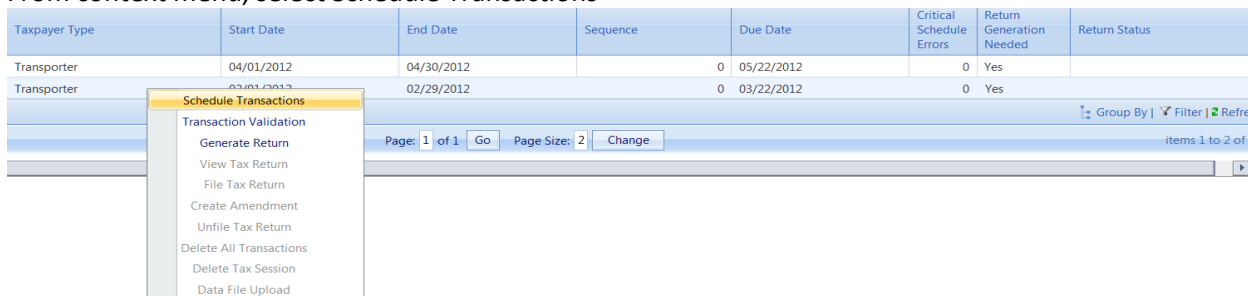
At the bottom of the form is a 'Create Session' button and a copyright notice: 'Copyright © 2005 - 2012 FuelQuest'.

Close out the Record inserted menu



The screenshot shows the 'Zytax - Create Session' window. At the top, a red message states 'Record inserted.' Below this, several fields are visible: 'Country' (United States), 'Jurisdiction' (South Carolina), 'Taxpayer Type' (Transporter), 'Terminal Code' (Select a Terminal), 'Begin Period Date' (4/1/2012), 'End Period Date' (4/30/2012), 'Sequence' (0), and a dropdown for 'Original session'. A 'Create Session' button is at the bottom, with a copyright notice 'Copyright © 2005 - 2012 FuelQuest' below it.

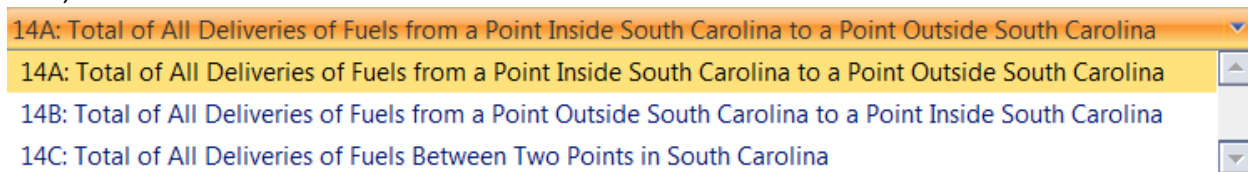
Right click on the row for the Transport session that was added  
From context menu, select Schedule Transactions



The screenshot shows a table with columns: Taxpayer Type, Start Date, End Date, Sequence, Due Date, Critical Schedule Errors, Return Generation Needed, and Return Status. Two rows are visible, both for 'Transporter'. A context menu is open over the second row, with 'Schedule Transactions' selected. Other options include Transaction Validation, Generate Return, View Tax Return, File Tax Return, Create Amendment, Unfile Tax Return, Delete All Transactions, Delete Tax Session, and Data File Upload.

Taxpayer Type	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Transporter	04/01/2012	04/30/2012	0	05/22/2012	0	Yes	
Transporter	02/01/2012	02/29/2012	0	03/22/2012	0	Yes	

Select schedule type from dropdown list to add.  
Next, click Add New Record



The screenshot shows a dropdown list with four options: '14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South Carolina', '14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South Carolina', '14B: Total of All Deliveries of Fuels from a Point Outside South Carolina to a Point Inside South Carolina', and '14C: Total of All Deliveries of Fuels Between Two Points in South Carolina'.

Enter all schedule information requested on the entry screen.

Click Insert to accept entry.

Some data will remain from the previous transaction to speed the entry process.

The screenshot shows a software window titled "Zytax - Schedule Transaction". The window has a menu bar with "02/01/2012 - 02/29/2012 Sequence 0" and a close button. The main area contains a list of fields on the left and their corresponding input areas on the right. The fields are: Schedule Code (with a dropdown menu showing "14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South"), Product Code (dropdown), Consignor (dropdown), Seller (dropdown), Mode (dropdown), Origin (dropdown with a location icon), Buyer (dropdown), Destination (dropdown with a location icon), Bill of Lading Date (text field with a calendar icon), Document Number (text field), Gross Gallons (text field), and Net Gallons (text field). At the bottom center is an "Insert" button. Below the button is the copyright notice "Copyright © 2005 - 2012 FuelQuest".

If the entity information needed for the schedule transaction does not appear in the drop down box, stop and enter the entity in Business Entities. Complete the steps for entering a business entity (**page4**) and then return to the tax session and begin scheduling transactions again.

Once all information is inserted for the schedule type selected, click on the closed button (red X).

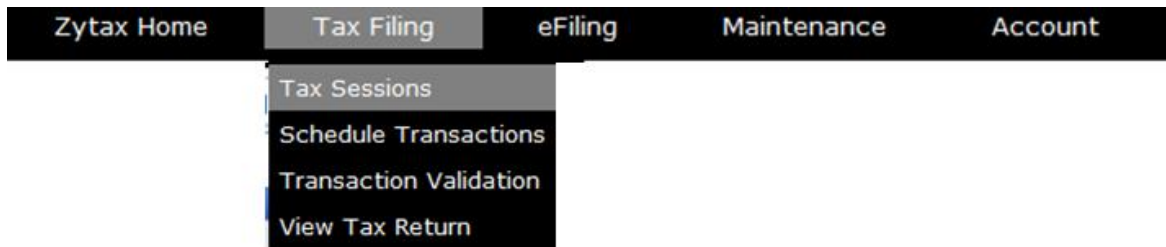
If additional schedules are needed for another schedule type, select schedule type from dropdown list.

Next, click Add New Record and enter the information. Once all schedules have been added for each load, click on the closed button.

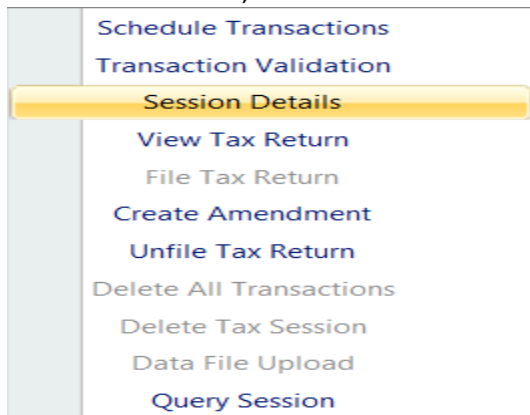
The screenshot shows a dropdown menu with four options: "14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South Carolina", "14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South Carolina", "14B: Total of All Deliveries of Fuels from a Point Outside South Carolina to a Point Inside South Carolina", and "14C: Total of All Deliveries of Fuels Between Two Points in South Carolina". The first two options are highlighted in yellow, and the last two are highlighted in blue. The dropdown arrow is on the right side.

## Session Details

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Transport session that was added  
From context menu, select Session Details



Select yes, which will include schedules  
Click Save & Regenerate

The screenshot shows the 'Session Details' form. It has two tabs: 'Form Settings' and 'History Log'. The 'Form Settings' tab is active. The form contains the following fields and options:

- Country: United States (dropdown)
- Jurisdiction: South Carolina (dropdown)
- Taxpayer Type: Transporter (dropdown)
- Tracking Number: (text input)
- Begin Period Date: 2/1/2012 (calendar icon)
- End Period Date: 2/29/2012 (calendar icon)
- Sequence: 0 (text input)
- Original session: (dropdown)
- Filed Date: Open (text input)
- Include Schedules: ☒ Yes ☐ No

At the bottom of the form, there is a 'Save & Regenerate' button and a copyright notice: 'Copyright © 2005 - 2012 FuelQuest'.

The system will then show record updated



Record updated.

Click the X button to close



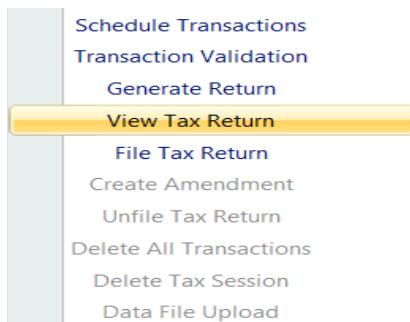
Click refresh several times

Group By   Filter   Refresh		
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running
Group By   Filter   Refresh		
items 1 to 1 of 1.		

Until return status shows passed

Group By   Filter   Refresh		
Return Status		
Passed		

Right click on the row for the Transport session that was added  
From context menu, select View Tax Return

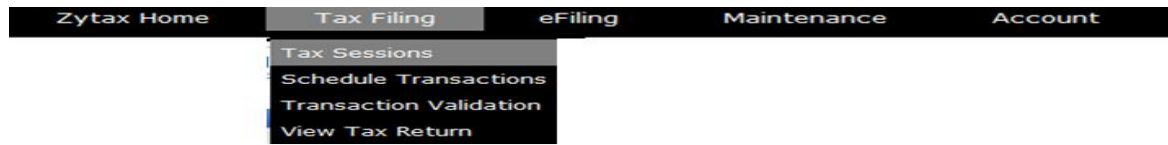


Review return

1350		Original
		L-2176
STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE MOTOR FUEL TRANSPORTER MONTHLY RETURN		(Rev. 9/8/11) 4330
Mail to: SC Department of Revenue, Motor Fuel, Columbia, SC 29214-0132		

## File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Transporter session that was added  
From context menu, select File Tax Return

Taxpayer Type	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Transporter	05/01/2012	05/31/2012	0	06/22/2012	0	No	Passed

Group By | Filter | Refresh

1 Change items 1 to 1 of 1.

Context menu options: Schedule Transactions, Transaction Validation, Generate Return, View Tax Return, File Tax Return

Check the agree button  
Click on Submit

**File Tax Return**

Filing Status: Open

Tax Return: Transporter

Terminal:

Tax Session Date: 5/1/2012 - 5/31/2012

Filing Due Date: 6/22/2012

Return Status: Passed

**Electronic Acknowledgement**  
By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

☒ I agree to the conditions of this submittal.

**Submit**

Tax Return Confirm and filed

**Tax Return Confirmation**

Tax Return:

Filing Status: Filed

Tax Return: Transporter

Terminal:

Tax Session Date: 5/1/2012 - 5/31/2012

Filing Due Date: 6/22/2012

Return Status: Running

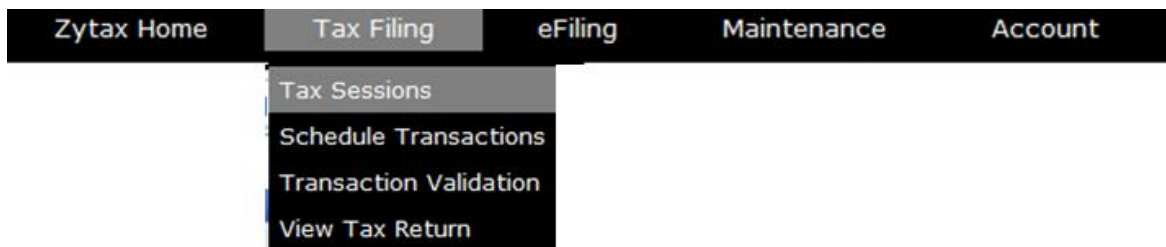
Date Filed: 5/3/2012 10:28:56 AM

Return Tracking Number: 1212400001

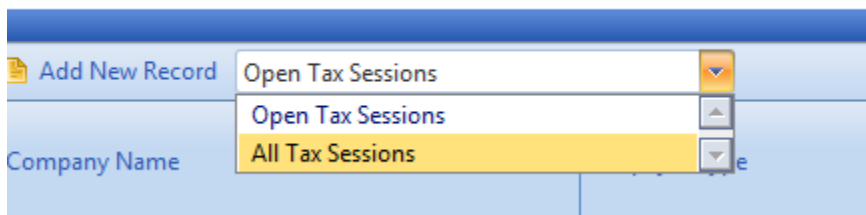
\* Please note the tracking number(s) for your records.

### Creating Amended Return

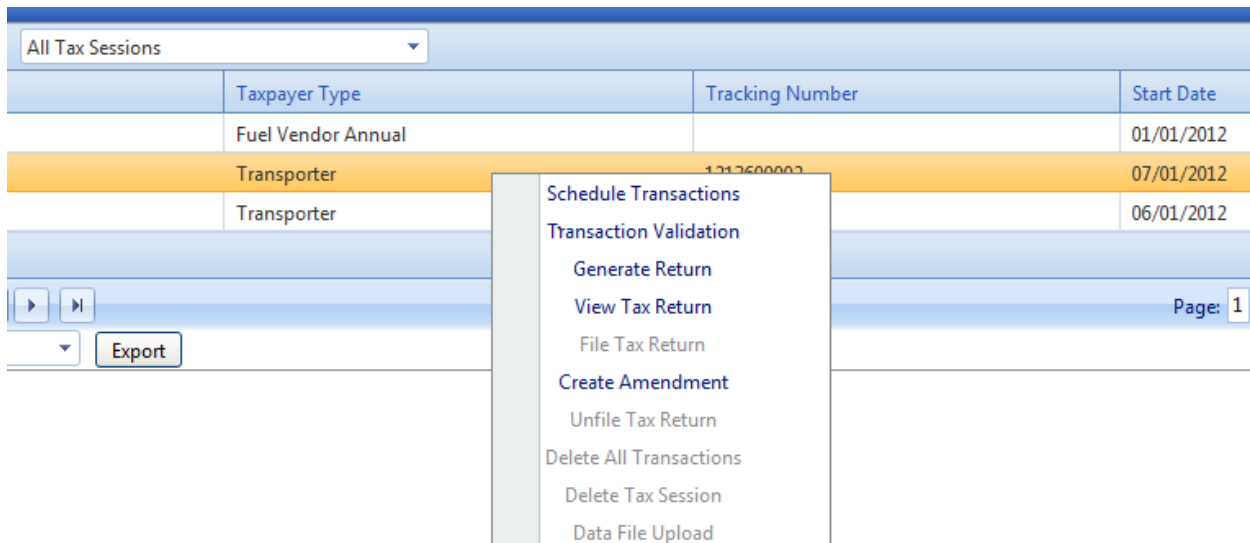
From the Tax Filing tab, select Tax Sessions from dropdown list



Change selection from “Open Tax Sessions” to “All Tax Sessions”



Select return session to be amended and click on the row to display the drop down menu.  
Choose Create Amendment





Next, click Create Amendment

Company	77
Country	USA
Jurisdiction	SC
Taxpayer Type	TRN
Begin Period Date	8/1/2011
End Period Date	8/31/2011
	Amended session ▼
Sequence	0
Filed Date	8/31/2011

Create Amendment

Record inserted

**Record inserted.**

Company	77
Country	USA
Jurisdiction	SC
Taxpayer Type	TRN
Begin Period Date	8/1/2011
End Period Date	8/31/2011
	Amended session ▼
Sequence	1
Filed Date	8/31/2011

Create Amendment

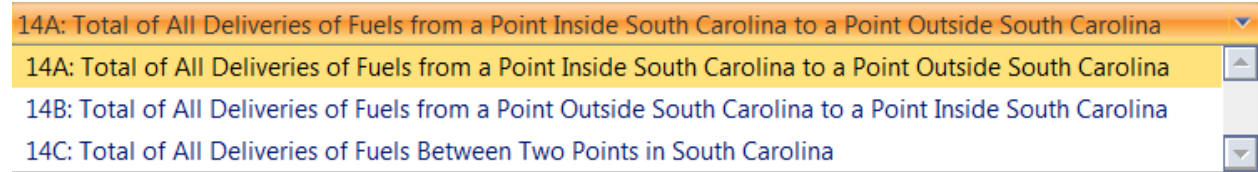
From the Tax Filing tab, select Schedule Transactions from dropdown list

Zytax Home	Tax Filing	eFiling	Maintenance	Account
Tax Sessions				
Schedule Transactions				
Transaction Validation				
View Tax Return				



Select schedule type from dropdown list to add.

Next, click Add New Record

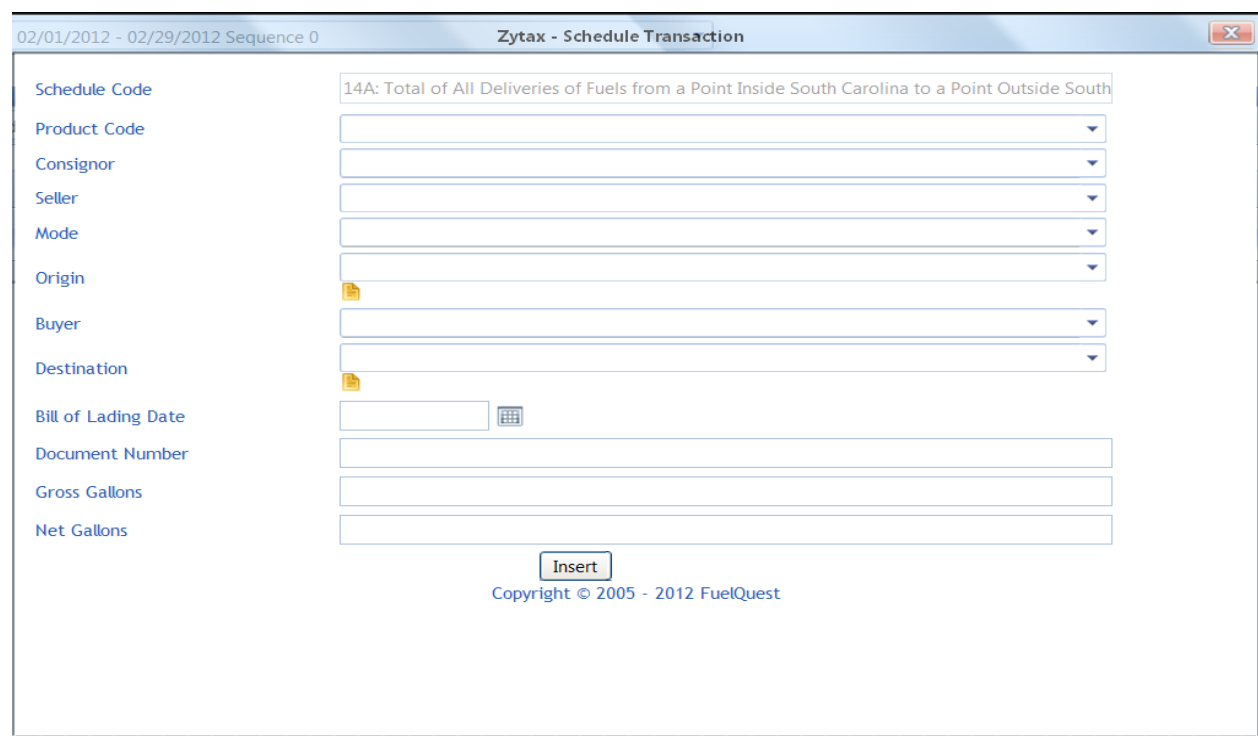


A screenshot of a dropdown menu with four options. The first two options are highlighted in yellow: "14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South Carolina" and "14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South Carolina". The next two options are "14B: Total of All Deliveries of Fuels from a Point Outside South Carolina to a Point Inside South Carolina" and "14C: Total of All Deliveries of Fuels Between Two Points in South Carolina".

Enter amended information

Click Insert

A schedule must be added for each load and each product type.

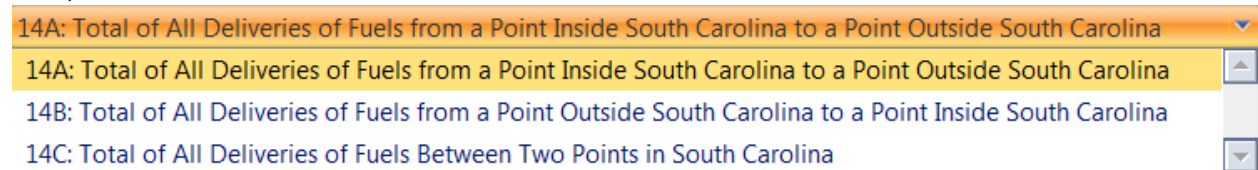


A screenshot of the "Zytax - Schedule Transaction" window. The window title bar shows the date range "02/01/2012 - 02/29/2012 Sequence 0" and the title "Zytax - Schedule Transaction". The form contains the following fields: "Schedule Code" (with a dropdown menu showing "14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South Carolina"), "Product Code" (dropdown), "Consignor" (dropdown), "Seller" (dropdown), "Mode" (dropdown), "Origin" (dropdown with a location icon), "Buyer" (dropdown), "Destination" (dropdown with a location icon), "Bill of Lading Date" (text field with a calendar icon), "Document Number" (text field), "Gross Gallons" (text field), and "Net Gallons" (text field). Below the fields is an "Insert" button. At the bottom, it says "Copyright © 2005 - 2012 FuelQuest".

Once all amended information is inserted for that schedule type, click on the closed button.

If additional schedules are needed for another schedule type, select schedule from dropdown list to add.

Next, click Add New Record



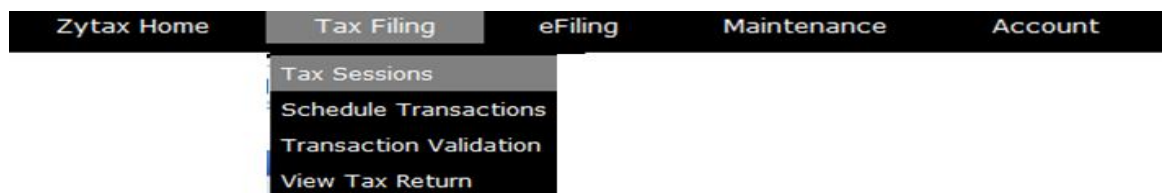
A screenshot of a dropdown menu with four options. The first two options are highlighted in yellow: "14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South Carolina" and "14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South Carolina". The next two options are "14B: Total of All Deliveries of Fuels from a Point Outside South Carolina to a Point Inside South Carolina" and "14C: Total of All Deliveries of Fuels Between Two Points in South Carolina".

Enter amended information

Click Insert

Once all schedules have been added for each load, click on the close button

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Transport session that was added  
From context menu, select Session Details

Taxpayer Description	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	
Transporter			/2012	09/30/2012	0	10/22/2012	10/09/2012	↻
Transporter			/2012	08/31/2012	0	09/24/2012	10/15/2012	↻
Transporter			/2012	07/31/2012	0	08/22/2012	10/15/2012	↻
Transporter			/2012	06/30/2012	0	07/23/2012	10/15/2012	↻
Transporter			/2012	05/31/2012	0	06/22/2012	09/12/2012	↻
Transporter			/2012	04/30/2012	0	05/22/2012	04/30/2012	↻
Transporter			/2012	03/31/2012	0	04/23/2012	03/31/2012	↻

Schedule Transactions

Transaction Validation

Session Details

View Tax Return

File Tax Return

Create Amendment

Unfile Tax Return

Delete All Transactions

Delete Tax Session

Data File Upload

Query Session

Select yes, which will include schedules  
Click Save & Regenerate

Form Settings

Form Manual Entry

History Log

Country

United States

Jurisdiction

South Carolina

Taxpayer Type

Transporter

Tracking Number

Begin Period Date

7/1/2012

End Period Date

7/31/2012

Sequence

1

Amended session

Filed Date

Open

Include Schedules

☒ Yes ☐ No

Return Calculation Method

☒ Current

Save & Regenerate

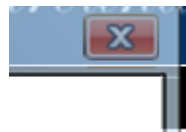
Copyright © 2005 - 2012 FuelQuest

The system will then show record updated

### Session Details

Record updated.

Click the X button to close



Click refresh several times

Group By   Filter   Refresh		
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running
Group By   Filter   Refresh		
items 1 to 1 of 1.		

Until return status shows passed

Right click on the row for the Transporter session that was added  
From context menu, select View Tax Return

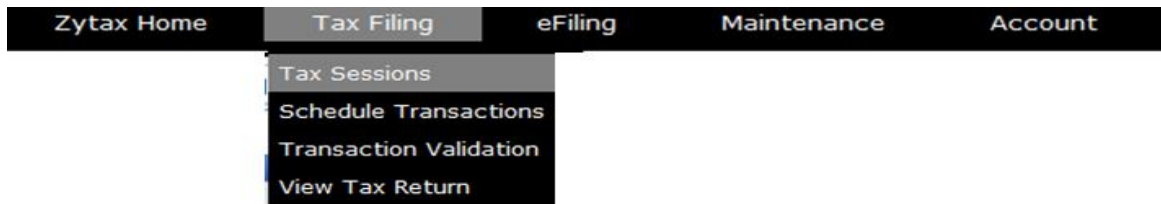
Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Transporter		10/01/2012	10/31/2012	0	11/22/2012	06/07/2012	Passed
Transporter		10/01/2012	10/31/2012	1	11/22/2012		
Transporter		09/01/2012	09/30/2012	0	10/22/2012	06/07/2012	Passed
Transporter		09/01/2012	09/30/2012	1	10/22/2012		
Transporter	<ul style="list-style-type: none"> <li>Schedule Transactions</li> <li>Transaction Validation</li> <li>Generate Return</li> <li><b>View Tax Return</b></li> <li>File Tax Return</li> <li>Create Amendment</li> <li>Unfile Tax Return</li> <li>Delete All Transactions</li> <li>Delete Tax Session</li> <li>Data File Upload</li> </ul>	2	08/31/2012	0	09/24/2012		Passed
Transporter		2	07/31/2012	0	08/22/2012	05/04/2012	Passed
Transporter		2	07/31/2012	1	08/22/2012		Passed
Transporter		2	06/30/2012	0	07/23/2012	02/15/2012	Passed
Transporter		2	06/30/2012	1	07/23/2012		
Transporter		2	05/31/2012	0	06/22/2012	05/03/2012	Passed
Transporter		2	05/31/2012	1	06/22/2012		Passed
Transporter		1	09/30/2011	0	10/24/2011	09/30/2011	Passed
Transporter		1	08/31/2011	0	09/22/2011	08/31/2011	Passed
Transporter		1	08/31/2011	1	09/22/2011		

Review amended return

		Amendment 1 Current	
1350		STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE <b>MOTOR FUEL TRANSPORTER MONTHLY RETURN</b> Mail to: SC Department of Revenue, Motor Fuel, Columbia, SC 29214-0132	<b>L-2176</b> (Rev. 9/8/11) 4330

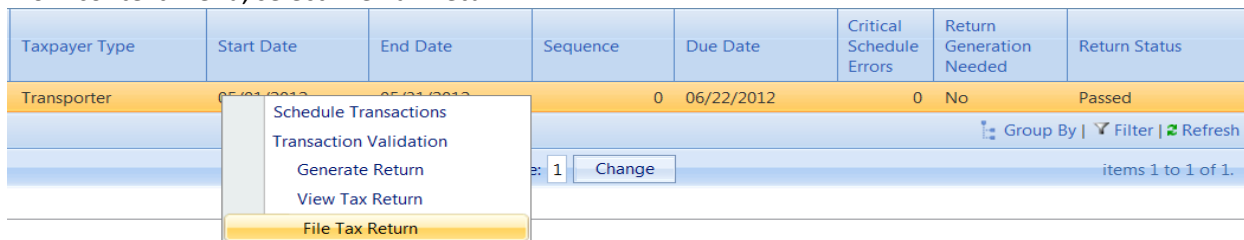
## File Amended Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Transporter session that was added.

From context menu, select File Tax Return



Check the agree button

Click on Submit

**File Tax Return**

Filing Status: Open

Tax Return: Transporter

Terminal:

Tax Session Date: 5/1/2012 - 5/31/2012

Filing Due Date: 6/22/2012

Return Status: Passed

**Electronic Acknowledgement**  
By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

☒ I agree to the conditions of this submittal.

**Submit**

Tax Return Confirm and filed

**Tax Return Confirmation**

Tax Return:

Filing Status: Filed

Tax Return: Transporter

Terminal:

Tax Session Date: 7/1/2012 - 7/31/2012

Filing Due Date: 8/22/2012

Return Status: NotStarted

Date Filed: 6/8/2012 1:40:30 PM

Return Tracking Number: 1216000004

\* Please note the tracking number(s) for your records.

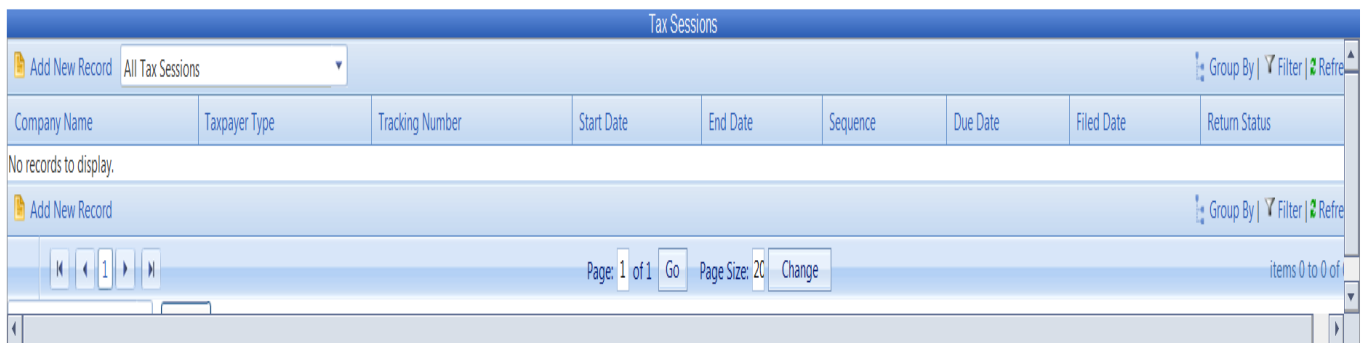
### Filing a Zero Return

Click on the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select the Transporter from Taxpayer Type dropdown list

Enter the begin period covered date for the return

Click create session

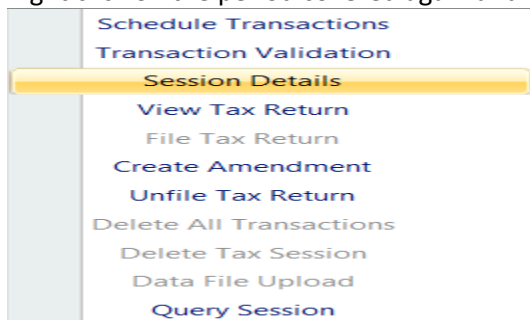
The screenshot shows a form titled 'Zytax - Create Session'. The form contains several fields with labels on the left and input areas on the right. The fields are: 'Country' (dropdown menu set to 'United States'), 'Jurisdiction' (dropdown menu set to 'South Carolina'), 'Taxpayer Type' (dropdown menu set to 'Transporter'), 'Terminal Code' (dropdown menu set to 'Select a Terminal'), 'Begin Period Date' (text input set to '9/1/2012' with a calendar icon), 'End Period Date' (text input set to '9/30/2012' with a calendar icon), 'Sequence' (text input set to '0'), and 'Original session' (dropdown menu). At the bottom of the form is a 'Create Session' button. Below the button, the text 'Copyright © 2005 - 2012 FuelQuest' is displayed.

Close out the Record inserted menu



The image shows a software window titled "Zytax - Create Session". It contains several fields for session creation: "Country" (United States), "Jurisdiction" (South Carolina), "Taxpayer Type" (Transporter), "Terminal Code" (Select a Terminal), "Begin Period Date" (9/1/2012), "End Period Date" (9/30/2012), "Sequence" (0), and "Original session" (Original session). A "Create Session" button is at the bottom, along with the copyright notice "Copyright © 2005 - 2012 FuelQuest".

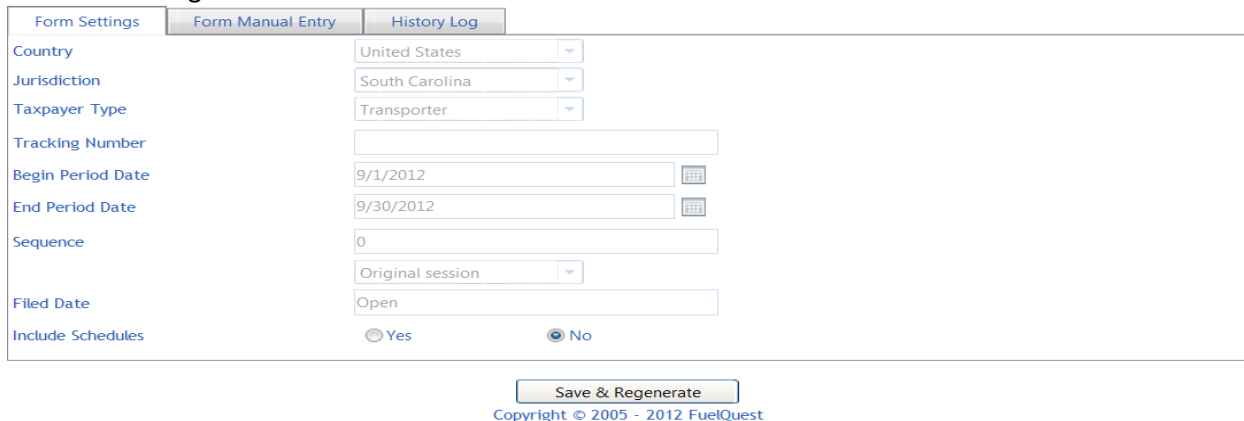
Right click on the period covered again and select Session Details from drop down list



The image shows a context menu with the following options: "Schedule Transactions", "Transaction Validation", "Session Details" (highlighted), "View Tax Return", "File Tax Return", "Create Amendment", "Unfile Tax Return", "Delete All Transactions", "Delete Tax Session", "Data File Upload", and "Query Session".

Select no, which will not include schedules

Click Save & Regenerate



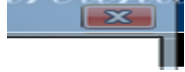
The image shows a "Form Settings" window with tabs for "Form Settings", "Form Manual Entry", and "History Log". It contains fields for "Country" (United States), "Jurisdiction" (South Carolina), "Taxpayer Type" (Transporter), "Tracking Number", "Begin Period Date" (9/1/2012), "End Period Date" (9/30/2012), "Sequence" (0), "Original session" (Original session), "Filed Date" (Open), and "Include Schedules" (Yes/No). A "Save & Regenerate" button is at the bottom, along with the copyright notice "Copyright © 2005 - 2012 FuelQuest".

The system will then show record updated

### Session Details

Record updated.

Click the X button to close

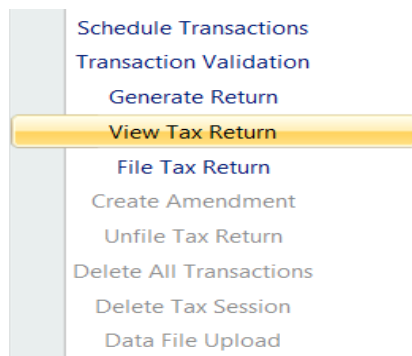


Click refresh several times


Group By   Filter   Refresh		
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running
Group By   Filter   Refresh		
items 1 to 1 of 1.		

Until return status shows passed

Right click on the row for the Transporter session that was added  
From context menu, select View Tax Return



Review return

Original		
1350		L-2176
STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE MOTOR FUEL TRANSPORTER MONTHLY RETURN (Rev. 9/8/11) Mail to: SC Department of Revenue, Motor Fuel, Columbia, SC 29214-0132		
4330		



Next, File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Transport session that was added

From context menu, select File Tax Return

Taxpayer Type	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Transporter	05/01/2012	05/31/2012	0	06/22/2012	0	No	Passed

Group By | Filter | Refresh

1 Change items 1 to 1 of 1.

Context menu options: Schedule Transactions, Transaction Validation, Generate Return, View Tax Return, File Tax Return

Check the agree button

Click on Submit

**File Tax Return**

Filing Status: Open

Tax Return: Transporter

Terminal:

Tax Session Date: 5/1/2012 - 5/31/2012

Filing Due Date: 6/22/2012

Return Status: Passed

**Electronic Acknowledgement**  
By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

☒ I agree to the conditions of this submittal.

**Submit**

Tax Return Confirm and filed

**Tax Return Confirmation**

Tax Return:

Filing Status: Filed

Tax Return: Transporter

Terminal:

Tax Session Date: 5/1/2012 - 5/31/2012

Filing Due Date: 6/22/2012

Return Status: Running

Date Filed: 5/3/2012 10:28:56 AM

Return Tracking Number: 1212400001

\* Please note the tracking number(s) for your records.